

The following questions and answers are applicable to all enlisted members, both active duty and reserve, unless specifically stated otherwise.

1. Who do the new reenlistment criteria apply to?

The new criteria apply to all enlisted members, both active duty and reserve, who are approaching their expiration of enlistment and wish to reenlist or extend their current enlistment/reenlistment. It also applies to members who must obligate service required by Article 1.B.1.a. of Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series).

2. What does “current period of enlistment” mean?

The current period of enlistment begins on the date you entered into your current enlistment/reenlistment contract (date of the most recent Enlistment/Reenlistment Document, Form DD-4) until the present. The period of enlistment includes all extensions on that enlistment.

3. If I am on an extension that has not yet become operative, can I cancel that extension and reenlist?

Yes, provided the member meets all eligibility criteria. In accordance with Article 1.B.6.b.(1)(e) of the Enlisted Accessions, Evaluations, and Advancements manual, commanding officers have the authority to cancel an extension prior to its operative date provided the member reenlists or extends on that date for any authorized enlistment term longer than the original extension agreement. This authority has not changed with the new reenlistment criteria, however canceling an extension does not revert the expiration of enlistment (EOE) to the date the previous (re)enlistment or executed extension expires. The EOE is merely extended to a later date based upon the new term the member agrees to.

4. Why are members screened against the eligibility criteria for extensions?

Members are required to meet the eligibility criteria and have a positive recommendation from their commanding officer any time they choose to extend their contract, whether it is through a new enlistment or an extension.

5. What influence does the commanding officer’s recommendation have?

The commanding officer’s recommendation is an integral part of the reenlistment process. A member who does not meet the eligibility requirements, but has a

positive recommendation from their commanding officer, may submit an appeal to CG PSC-EPM-1 or CG PSC-RPM-1, as applicable, as outlined further below.

6. How will I be notified that I do not meet the eligibility criteria and am not recommended for reenlistment/extension?

Article 1.B.4.b. of Military Separations, COMDTINST M1000.8 (series) requires commands to conduct a pre-discharge interview approximately six months prior to your expiration of enlistment. It is in this counseling session that your command shall notify you whether you are eligible for reenlistment/extension and their recommendation. This counseling session will be documented on an Administrative Remarks, CG-3307, found in the Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2B.

7. If I am not recommended for reenlistment/extension, what options do I have?

Members who meet the reenlistment eligibility criteria but are not recommended for reenlistment by their commanding officers may submit an appeal to CG PSC-EPM-1 or CG PSC-RPM-1, as applicable, if they have **less** than eight years total active and/or reserve military service.

Members who meet the reenlistment eligibility criteria but are not recommended for reenlistment by their commanding officers who have **more** than eight years total active and/or reserve military service are entitled to a reenlistment board. Additional guidance on the reenlistment board is available on CG PSC-PSD-FS's website at http://www.uscg.mil/psc/psd/fs/Admin_Sep_Boards.asp.

8. If I am not eligible for reenlistment/extension, what options do I have?

Members who are not eligible for reenlistment/extension but are recommended by their commanding officer for reenlistment may submit an appeal to CG PSC-EPM-1, or CG PSC-RPM-1, as applicable.

9. When considering an appeal, what factors will be considered?

In determining whether a member with a history of performance or conduct issues shall be approved for reenlistment/extension, CG PSC EPM-1 or CG PSC-RPM-1, as applicable, will take into consideration the member's documented attempts to overcome deficiencies and their potential for career progression. It is possible that a member who is not eligible for reenlistment may be granted a waiver due to a Service need in that member's rating; however, CG PSC-EPM-1/CG PSC-

RPM-1, will have the authority to place a limitation on the length of that member's reenlistment/extension contract.

10. Do I have any additional recourse if CG PSC-EPM-1 or CG PSC-RPM-1 disapproves my appeal request?

If you feel the decision was erroneous or unjust, you may appeal to the Board for Correction to Military Records or the Personnel Records Review Board in accordance with COMDTINST 1070.1.

11. If I am not eligible to reenlist/extend in the active component, can I affiliate with the reserve?

No. The eligibility criteria are applicable to both the active and reserve components. Therefore, if you are not eligible to reenlist/extend in the active component, you are also not eligible to reenlist in the reserve component.

Member eligible for reenlistment?			
Member recommended for reenlistment?		Yes	No
	Yes	Member can be reenlisted/extended	Member has the option to appeal to epm-1/rpm-1
	No	Member can appeal to epm-1/rpm-1 if less than eight years service, to the reenlistment board if over eight years service	Member cannot reenlist or extend.

12. If I do not meet the eligibility criteria and am not recommended for reenlistment/extension, will I be separated from the Coast Guard?

Active duty members not eligible and not recommended for reenlistment/extension who are not retirement eligible will be honorably discharged upon the expiration of their current enlistment contract, or extension of that contract, NORMALLY with a reenlistment code of RE-3. An RE-3 will allow the member to enlist in another service with a waiver. Members who are retirement eligible will be retired upon the expiration of their current enlistment contract, or extension of that contract.

Reserve members not eligible and not recommended for reenlistment/extension will be sent a Coast Guard memorandum notification and the SPO will receive a separation authorization. Reserve members will only receive a DD-214 if otherwise entitled to one, i.e., serving on orders of at least 90 days. The narrative

reason for separation and RE-3 will be on the separation summary.

13. If my expiration of enlistment (EOE) is before 17 September 2014, and I am eligible to reenlist or extend based on the old reenlistment criteria, and I choose to extend my enlistment, will my record prior to that extension be screened against the new eligibility criteria on a subsequent reenlistment or extension?

Yes. A new period of enlistment does not begin until a member enters into a reenlistment contract.

14. Can my command defer my reenlistment or extension until after 17 September 2014 in order to apply the new requirements to my request?

Regardless of the date in which command counseling is completed or a new enlistment contract is completed, members whose EOE is on or prior to 17 September 2014 will be screened against the old reenlistment criteria and members whose EOE is after 17 September 2014 will be screened against the new reenlistment criteria.

15. How does the new reenlistment/extension criteria impact members who are on an indefinite contract?

If a member chooses to break their indefinite reenlistment contract and enter into another indefinite contract as authorized by Article 2.A.20. of Military Assignments and Authorized Absences, M1000.8A, the member will be required to be screened against the new criteria prior to entering into the new indefinite enlistment.

16. What if I am arrested for a felony civil offense, but I have not been convicted, and my court date is after my enlistment expires?

A conviction is not required if the offense is established by a preponderance of the evidence. Police reports, CGIS reports of investigation, etc... may be used to make the determination that a member committed the offense.

17. If I am currently under investigation for an offense listed on the new criteria, can I reenlist/extend?

No, provided that the offense is established by a preponderance of the evidence. Similar to the answer to question 16.

18. What if my under-the-influence conviction was due to the use of an authorized prescription drug?

Article 1.C.2. of Coast Guard Drug and Alcohol , COMDTINST M1000.10 (series) provides a definition for driving under-the-influence. That description states that the substance that caused the intoxication is irrelevant.

19. How is the minimum factor average calculated?

It is an average by each factor over the current period of enlistment. Article 1.B.31.b. of Military Separations, COMDTINST M1000.2 (series) provides guidance on calculating the factor average.

20. If my government travel charge card is temporarily suspended, am I eligible to reenlist/extend?

Reenlistment and extension are only barred if the member's government travel charge card is permanently revoked. If a member's GTCC is closed they should contact their local travel manager to inquire about the reinstatement process. Their local travel manager can be found at the link below and the criteria/process for reinstatement is outlined in COMDTINST M4600.18.

[http://www.uscg.mil/psc/bops/govtrvl/Travel_Card/default_Travel_Card.asp#Where do I get help](http://www.uscg.mil/psc/bops/govtrvl/Travel_Card/default_Travel_Card.asp#Where_do_I_get_help)

21. If a non-rated member does not meet the eligibility requirements for reenlistment/extension, is the member authorized to attend "A" school?

This answer is contingent on the member remaining eligible for "A" school.

If the member is required to obligate service to accept "A" school orders, their command must counsel them on their eligibility to reenlist/extend immediately upon receipt of "A" school orders. Based on their eligibility and command endorsement, commands shall follow the direction provided in question 9.

22. Are rated members authorized to compete for advancement and advance if they do not meet the eligibility requirements to reenlist/extend?

Members must only meet the eligibility requirements to compete for advancement found in Chapter 3 of Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series). If above the cut for advancement and that advancement requires the member to obligate service past their current expiration

of enlistment, that member must be screened against the reenlistment criteria prior to being authorized advancement.

23. What if I enter into my fourth weight probationary period within the current period of enlistment as I approach my EOE?

Once a member is placed on their fourth weight probationary period within the current period of enlistment, that member is no longer eligible for reenlistment.

24. Will TERA be offered for members not eligible/recommended to reenlist who have more than 15 years time in service but less than the 20 required to secure a standard retirement?

The decision on how TERA will be used, if at all, has not yet been made. However, the use of TERA was not intended for members who failed to meet the Coast Guard's conduct and performance standards.

25. Will a member who accepted a Career Status Bonus (CSB – also known as REDUX) be required to repay the money paid if they are subsequently not authorized to reenlist?

A condition of receiving the CSB is completion of 20 years of creditable active service. If a member is unable to fulfill that obligation, 37 U.S.C. 373 requires the member to repay any unearned portion of the bonus.

26. Will members who are tour complete and not eligible for reenlistment/extension be authorized to execute permanent change of station orders?

At the beginning of each transfer season, commands must review the records of all tour-complete members to determine if they have enough service remaining to fulfill the obligated service requirement for PCS transfer in accordance with Article 1.B.6. of Military Assignments and Authorized Absences, COMDTINST M1000.8 (series). All members who will be required to obligate service when they receive their orders must be immediately screened against the new reenlistment eligibility criteria. Members who do not meet the eligibility criteria but are recommended for reenlistment by their command have the option to appeal CG PSC-EPM-1. This appeal must be done immediately. Commands shall include in their command concerns any member whose appeal is denied or a reply has not yet been given to determine the best course of action. If the appeal is approved, the member may continue with the assignment season.

27. Will members not eligible to reenlist be authorized separation pay?

Separation pay is governed by The Pay Manual, COMDTINST M72220.29 (series) and is authorized when specific criteria are met. Members who meet the criteria may receive separation pay pending approval by CG PSC.

28. Can members not eligible to reenlist/extend request early voluntary separation from the service?

Yes. Their request will be considered based on the circumstances surrounding the request and the needs of the service. If approved, their DD-214 will still reflect the appropriate reenlistment code based on their eligibility for reenlistment.

29. What format shall members use to request an appeal from CG PSC-EPM-1 or CG PSC-RPM-1?

Appeals shall be addressed to CG PSC-EPM-1 or CG PSC-RPM-1 on a standard CG memorandum. The appeal shall address the reason(s) the member is ineligible to reenlist or extend followed by any actions the member has taken to overcome the reason(s) that rendered the member ineligible to reenlist or extend. All information that supports this claim should be included as an enclosure. This would include Administrative Remarks, CG-3307, awards, and evaluations. A command endorsement is required and should articulate why the command feels the member should be retained and allowed to reenlist/extend.

30. What is meant by “have no documented offense for which the maximum penalty for the offense, or closely related offense under the UCMJ and Manual for Courts-Martial, includes a punitive discharge” and more than one year confinement?

This criteria is aimed at serious offenses, analogous to those warranting the "Commission of a Serious Offense" basis for discharge identified in Article 1.B.17.b.(3)(b) of the Military separations Manual , COMDTINST M1000.4. In some circumstances, military justice action is precluded due to state court proceedings, but a commanding officer may remain convinced that credible evidence establishes, by a preponderance of the evidence, that the member has committed a serious offense. In these circumstances, if warranted by the particular facts of the case, PSC may establish that a serious offense has been committed, even without a judicial adjudication, and deny the member the opportunity to reenlist. Any member for whom this criteria is applied will be afforded Due Process rights to contest the evidence and decision to use this criterion to deny reenlistment.

Appendix 12 of the Manual for Courts Martial lists the discharge type and confinement time for every UCMJ violation. Commands should use Appendix 12 when evaluating potential offenses to determine if the maximum penalty includes a punitive (bad conduct or dishonorable) discharge and more than one year confinement when considering the eligibility of members for reenlistment.

Under this provision, an Administrative Remarks, CG-3307, alone does not necessarily constitute a documented offense. Commands should develop a detailed record, including any investigation reports, whether from outside law enforcement agencies, CGIS, or internal administrative investigation reports. An acquittal or finding of not guilty at a judicial proceeding, or the decision not to hold a military justice proceeding does not prohibit evaluating a member's record under this provision. However, the offense must be established by a preponderance of the evidence.

Application of paragraph 2.f. of ALCOAST 093/14 will require a case by case analysis, as each situation and each member is unique. But, as with all the new re-enlistment criteria, even if a member is ineligible under this provision, commands can submit a letter explaining why a particular member should be permitted to reenlist.

The intent of this language is to ensure uniform service-wide application of this policy. Therefore, if commands are unsure if this language applies, they should consult their servicing legal office for advice.

31. Is the awarding of nonjudicial punishment (NJP) automatically a documented offense under this provision?

Short answer: no, an NJP is not an automatic disqualification to re-enlist. The Manual for Courts Martial states that “[n]onjudicial punishment (NJP) provides commanders with an essential and prompt means of maintaining good order and discipline and also promotes positive behavior changes in service members without the stigma of a court-martial conviction.” Therefore, the awarding of nonjudicial punishment in and of itself does not constitute a “documented offense” when evaluating a member’s eligibility for reenlistment. The awarding of nonjudicial punishment will still be a factor in the reenlistment analysis since it results in an unsatisfactory conduct mark on a member’s Enlisted Employee Review and two unsatisfactory conduct marks will result in a member not being eligible to reenlist.